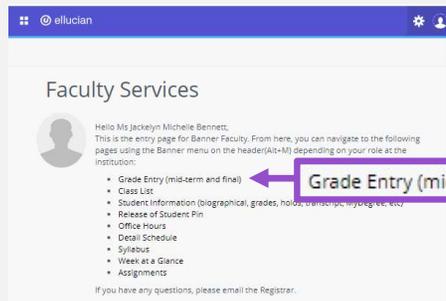


Basic Navigation: *Grade Entry*



Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses Search

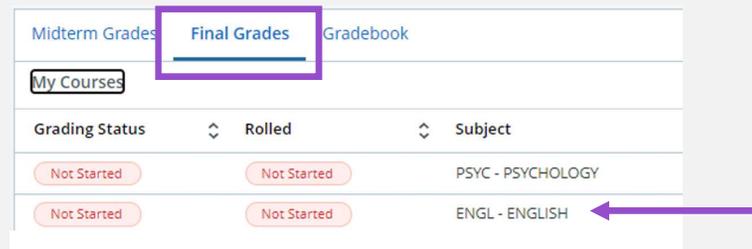
Grading Status	Rolled	Subject	Course	Section	Title
Not Started	Not Started	GBUS - GENERAL BUSINESS	304	1	ADVANCED EXCEL
In Progress	Not Started	GBUS - GENERAL BUSINESS	304	1	ADVANCED EXCEL
Completed	In Progress	GBUS - GENERAL BUSINESS	304	1	ADVANCED EXCEL

- **Not Started:** No grades have been entered yet for this course.
- **In Progress:** Not all students have been assigned a grade.
- **Complete:** All students in the noted course have a grade entered.

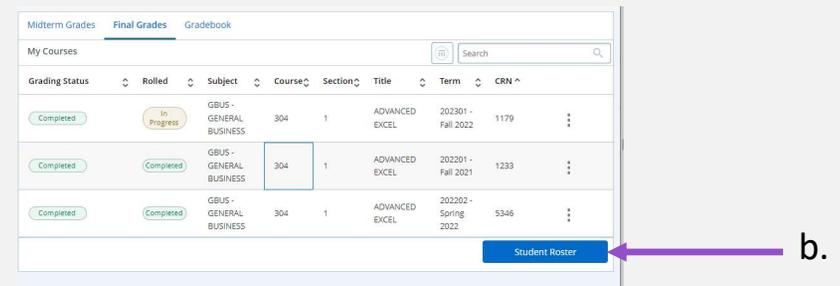
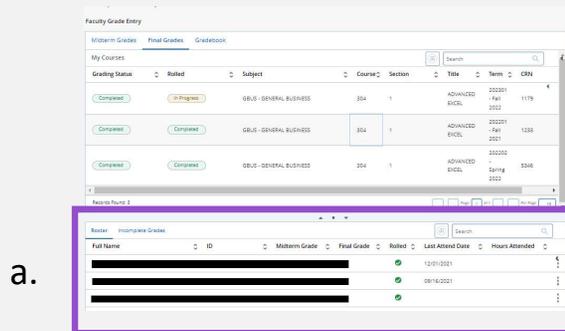
NOTE: The 'Rolled' column will switch to In Progress. This notes that grade processing has not completed and is pending. No further actions are needed by the instructor.

Basic Navigation: *Grade Entry*

To enter grades, select the type of grade you need to enter (Midterm Grades or Final Grades) and click on the Subject you want to enter grades for.

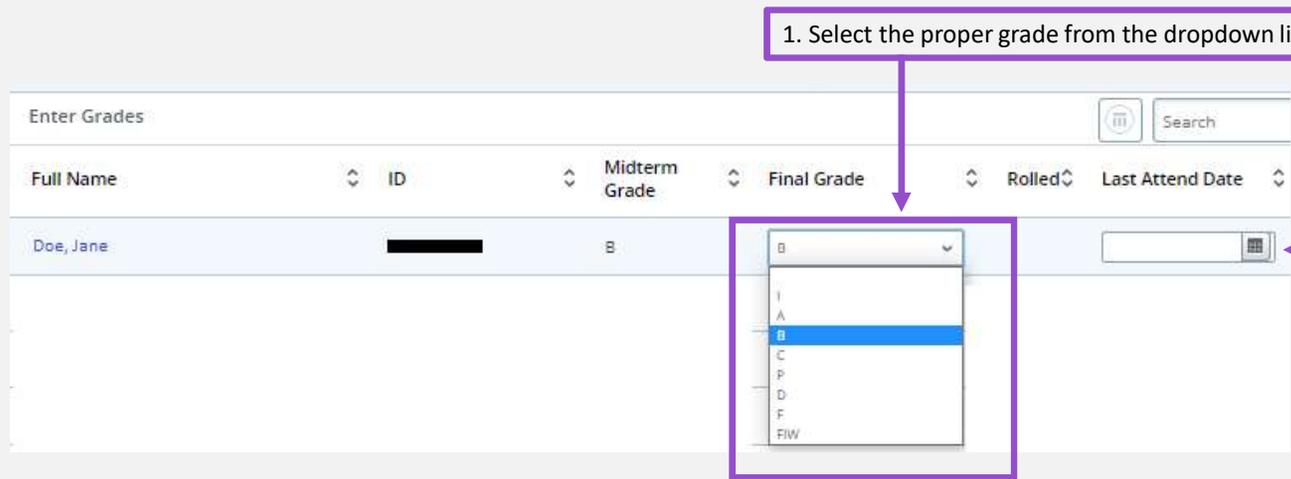


Depending on the resolution of your screen, the list may appear under your course list (a) OR you may need to click on the **Student Roster** button at the lower right of the screen (b).

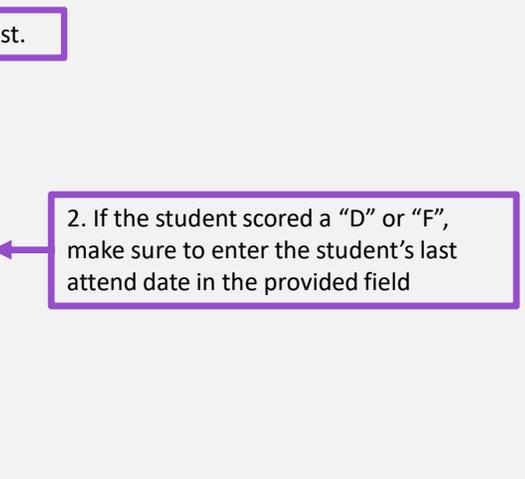


Basic Navigation: *Grade Entry*

1. Select the proper grade from the dropdown list.

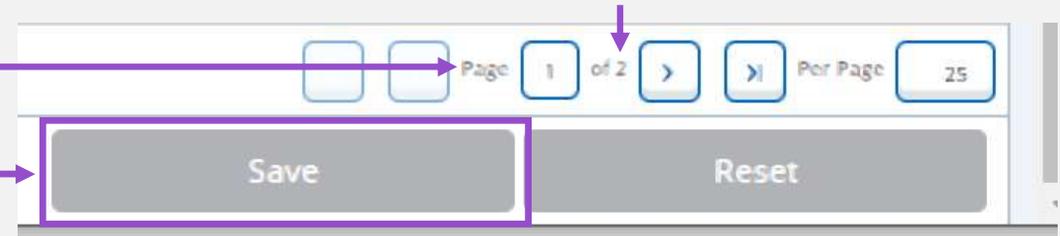


2. If the student scored a "D" or "F", make sure to enter the student's last attend date in the provided field



Depending on how many students you have, note that you may have multiple pages to your class roster

Make sure to click **Save** at the bottom of the screen to save entered grades



Page 1 of 2 > > Per Page 25

Save Reset

WVUP Support:



WVUP Support
WVUP OIT

WVUP Support Overview:

Telephone: 304-424-8215

Submit a ticket: <http://helpdesk.wvup.edu>

Hours of Operation:

Monday – Friday: 8:00 A.M. to 10:00 P.M.

Hours subject to change due to major holidays and breaks between semesters.